



Town of Franklin Recreation Department

275 Beaver Street
Franklin, MA 02038

Telephone (508) 613-1666

Website: www.franklinma.gov/recreation

Program Assistance Fund

The Recreation Department has established a Program Assistance Fund for all Recreation programs offered through the Town of Franklin. **NEW** this year, all youth sports organizations will administer their own process for determining need. For a list of those organizations and their contact information, please visit: <http://franklinma.pt7.vt-s.net/recreation/files/franklin-youth-sports-organizations>

The Program Assistance Fund was established with the understanding that there are residents who cannot afford the registration fee and are therefore unable to participate. The sole purpose of this fund is to find ways to give every child and family the opportunity to participate in recreation activities while providing a mechanism for equitable treatment and optimal accommodation for resident families in need.

Discounted registration fees are available to those who qualify, on a sliding scale, for many recreation programs offered for youth and children as well as Chilson Beach season passes.

Qualified Individuals

Program participation is limited to applicants maintaining a primary residence in Franklin, Massachusetts. Except for extenuating circumstances, assistance is available for **one program per season** (ie: **Spring, Summer, Fall, and Winter**) **per household member. Summer camp is limited to one week, per household member.**

- Households with a gross income **at or below** 100% of the Federal Poverty Guidelines for that particular fiscal year are eligible to receive a fee waiver of 75% of the program registration fee for all eligible programs.
- Households with a gross income **above** 100% and up to 150% of the Federal Poverty Guidelines for that particular fiscal year are eligible to receive a fee waiver of 50%.
- Households with a gross income above 150% and up to 200% of the Federal Poverty Guidelines for that particular fiscal year are eligible to receive a fee waiver of 25%.

Please refer to the attached Federal income Guidelines for discounted or waiver Recreation Services.

Qualified Programs and Registration Fees

Eligible programs include most recreation programs, youth sports organization teams and Chilson Beach season passes for youth and children. Refer to the approved **Schedule of Exempt Services**,

for those services for which financial assistance is not available. The list of eligible programs is reviewed and updated annually as part of the process to establish fees for recreation services. Fee waivers are applied to registration fees only. Any additional activity fees, equipment purchase and/or rentals, field trips, special admission or program fees will be the responsibility of the participant.

Application Process

To qualify, a person must fill out the **Scholarship Application Form**.

1. Please return the completed form with all documentation (ie: tax returns, pay stubs from most recent year) of your household's most immediate prior 8 weeks income to the Franklin Recreation Department, 275 Beaver Street
2. Income is defined as income before deductions for Income Taxes, employees' Social Security Taxes, insurance premiums, bonds, etc. It includes the following:
 - a. Wages, salary, commissions or fees
 - b. Net income from self-employment

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General Services
Recreation Services
Field Management
Youth Programming
Adult Programming
Athletic Events



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- g. Net royalties
- h. Veteran's benefits
- i. Unemployment Compensation
- j. Worker's Compensation
- k. Public Assistance or Welfare Payments
- l. Regular contributions for persons not residing in the household
- m. Any financial assistance from other agencies specific to recreation program(s) of choice (ie: Parent-to-parent, goodwill, New England Farm Workers, etc.)
- n. Other sources of cash income

3. The information provided on the application is confidential and will be used only for the purpose of determining your eligibility for the financial assistance program.

4. The Scholarship Application Form will be kept on file through the remainder of the eligibility season. It is not necessary to fill out a separate eligibility application form for each program you would like to register for. However, separate **program registration forms** are necessary. Eligibility verification and completed Financial Assistance Voucher from the Recreation Department required prior to each program registration request.

5. The Director of Recreation must verify the status of the Application and the availability of funds prior to the approval of each registration request. Sufficient time (**typically one week**) must be given for each application to be reviewed before approval.

Fill out the **Program Registration Form** and return to the Recreation Department, 275 Beaver Street prior to registration deadline.

- A. The applicant must fill out a separate Program Registration Form for each program season. A copy of the Approved Application Form must be submitted with each program registration form to the Recreation Department upon registration.
- B. Program registration is contingent upon class space being available at the time the applicant has submitted all required documentation.
- C. Interested persons must submit the Program Registration Form in accordance with registration procedures as published by the Recreation Department.

IMPORTANT:

The **Program Registration Form** is a "request form" only, not a confirmation of registration. Upon final approval, the Recreation Department will confirm registration with the applicant if accepted. By no means does the Recreation Department guarantee a qualified applicant admission into program. Registration for many of the programs is limited and eligibility for financial assistance does not guarantee enrollment in the program.

All questions concerning income eligibility or program registration should be directed to the Recreation Department at (508) 613-1666. Questions regarding program registration for Youth Sport Organizations should be directed to those organizations directly. Youth Sports contacts can be found at: <http://franklinma.pt7.vt-s.net/recreation/files/franklin-youth-sports-organizations>

Each youth sports organization will administer its own financial assistance process separately from the Town of Franklin Recreation Department.



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Annual incomes shown below represent varying percentages of federal poverty levels, as indicated. Use this guide to determine the discount given for specific programs and services. Please keep in mind that not all programs or services are eligible for discounts.

EXAMPLES:

1. A family of 3 with an annual income of \$19,600 would be given a 100% discount
2. A family of 2 with an annual income of \$25,000 would be given a 75% discount.
3. A family of 8 with an annual income of \$90,000 would not be eligible for any discount.

Percentage of discount offered on select Recreation Services

Family Size (# of people in the household)	100% of Federal Poverty Level *	150% of Federal Poverty Level *	200% of Federal Poverty Level *
1	\$11,880	\$17,820	\$23,760
2	\$16,020	\$24,030	\$32,040
3	\$20,160	\$30,240	\$40,320
4	\$24,300	\$36,450	\$48,600
5	\$28,440	\$42,660	\$56,880
6	\$32,580	\$48,870	\$65,160
7	\$36,730	\$55,095	\$73,460
8	\$40,890	\$61,335	\$81,780
9	\$45,050	\$67,575	\$90,100
10	\$49,210	\$73,815	\$94,157
Discount	100%	75%	50%

Based upon Federal Guidelines as established July 13, 2016 for fiscal year 2017,
Massachusetts Department of Housing and Community Development Division of Community Services



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<http://www.mass.gov/hed/docs/dhcd/cd/liheap/chart.pdf>

Financial Assistance Eligibility Application Form

Personal Information

Head of Household: _____ Address: _____

Email: _____ Number of Household Members: _____

Telephone No: _____ (Home) _____ (Work or Cell)

Household Income

Please attach proof of your household's gross income for the entire year (prior year W-2 tax returns). Examples of income to be included are specified on the [Application process](#).

Source of Income	Gross Monthly Amount
Wages, Salary, Commissions or Fees (proof required, please attach)	_____
Net Income from Self Employment (proof required, please attach)	_____
Social Security of Disability payment (proof required, please attach)	_____
Alimony and/or Child Support (proof required, please attach)	_____
Pensions or annuities (proof required, please attach)	_____
Dividends, interest trusts (proof required, please attach)	_____
Veteran's benefits (proof required, please attach)	_____
Unemployment Compensation (proof required, please attach)	_____
Worker's Compensation (proof required, please attach)	_____
Other	_____

TOTAL GROSS MONTHLY INCOME: \$ _____

I certify that the information provided is complete, true and correct. I give consent to the Franklin Recreation Department to contact such individuals as necessary to obtain verification of the information furnished on this application. I understand that I will be financially responsible for the full amount of any program fees if it is subsequently determined that I do not meet the eligibility guidelines. I also understand that the awarded discount can be changed at any time due to financial constraints of the program and availability of funding or subsidized spots in the activity.



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All Household Members (Please print)

Name	Relationship	Date of Birth
Head of household		

FOR OFFICE USE ONLY

Above household is eligible for a fee waiver of:

(100%)

(75%)

(50%)

(25%)

(0%)

Waiver valid for:

(Circle One Season)

Spring

Summer

Fall

Winter

201____

Information by:

(Signature/Title)

(Date)

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PROGRAM REGISTRATION FORM

Program Waiver

Once our department has had an opportunity to review your application, we will return this program waiver to you. This waiver will need to be presented at the time of registration.

This waiver entitles the following participant to a _____ discount on
(% discount)
one program, per season (Spring, Summer, Fall and Winter) for one year from date of approval. Summer
camp is for one week, per summer, not the entire 8 weeks,

This waiver entitles the following participant to a _____ discount on Chilson Beach.
(% discount)

Participant Name: _____

Participant Address: _____

Participant Phone: _____

Approval Signature
Director of Recreation

Approval Date

This voucher must be presented at the time of registration. All additional fees are due at time of registration. Expires one year from date listed above